

LIBRARIANS AND ARCHIVISTS STEWARDS COMMITTEE MEETING NOTES
21 OCT 2020, 9:30 – 11:00 a.m.
ZOOM

Present: Roxanne Isard, Anne Quirk, Matthew Barry (recorder), Courtney Waugh, Denise Horoky, Christina Zoricic, Brian McMillan

Regrets: Cindy Cossar-Jones, Lina Rodriguez

Approval of Agenda:

Approval of Notes: no meeting in August or September

Business Arising from Previous Meeting:

1. Brian McMillan will be taking over responsibility as the LASC member representing Joint Committee. Welcome Brian!
2. A few more complaints re: ARR's (Roxanne)

Standing Agenda Items:

3. Stewards' Reports:

User Experience and Student Engagement (Matt):

Question about whether next year's ARR would be delayed by this year's delay – Response: Probably no delay, but unclear at this point.

Teaching and Learning (Denise):

Nothing to report.

Research and Scholarly Communications and FIMS (Courtney):

Question about working from home and taxes. Response from Lina Email:

"I am also not very familiar with the topic of working from home and income taxes, but the OFR has posted a memo about this on their website, take a

look: https://www.uwo.ca/facultyrelations/pdf/covid/Home_Office_Income_Tax_andhttps://www.uwo.ca/facultyrelations/pdf/covid/Home_Office_Income_Tax_and_Expense_Considerations.pdf Expense Co nsiderations.pdf

According to this, Western will sign form T2200 early next year, certifying that Members were required to work from home more than half the time during a specific period in the year. "

Another issue raised about management committee notes not being made available to members. Notes have not been updated in the Intranet since April. Noted that this comes up in multiple functional units. All the notes are currently posted in Teams, just not made available to staff. Response: Christina sent email to Bobby and Stephen to ask again for notes to be posted

on intranet. If no response in two weeks, Roxanne will craft email to Catherine Steeves stating the need for management notes to be made available, and that this has been an ongoing issue.

Collections Management, Discovery and Access (Christina):

Nothing to report.

Archives and Special Collections (Anne):

Nothing to report.

Members Services Officer & Professional Officer's Report (Lina):

Absent, Lina sent the following update: two inquiries from Members since our last meeting; one in relation to PER and the other was about requesting an extension to their probationary period due to COVID.

Senate Report: (Tom):

No report has been received. Roxanne will reach out to Tom about this.

Joint Committee Report (Liz on leave - Brian McMillan substituting)

Discussion on scope of what's important to report from joint committee. Relevant issues from Joint Committee report include:

- Plans for education library space (no updates in committee, but vending machines will be in place soon).
- Librarian and Archivist Forum, no update---Forum is still intended to be initiated when we meet in person.
- Recruitment of positions in regards to retirement LoU: Catherine reviewed appointments that have been made, mentioned that there are still several recruitments ongoing. One position still in deliberation, still progressing as per agreement.
- Update from Weldon Renovation---members were given all staff meeting on this.
- Finalizing collective agreement: At a point where we can print collective agreement, just need section numbering / copy editing.
- ARR: Timeline adjusted by two months, decision was to remove it from the agenda as an issue needing updates in Joint Committee.
- (All faculty) Discussion around Teaching Scholars: not enough action has been taken --- only a small number have been hired over what's been identified. Not due to lack of applicants, but from a process issue.
- Management of library collections – building more of a relationship with Arts and Humanities. Opening for disciplinary coordinator for Arts and Humanities. Arts and Humanities has regular collections meetings attended by Harriet, Samuel, and others.
- COVID contingency planning: Moved to small group discussions attended by administration and association members. There will be a LA contingency table that will discuss proposed LoUs based on COVID. Meetings scheduled for October.

(Emergent) Discussion about library and archivists Forum --- Consensus that we think given the ongoing pandemic, we should engage the Forum now instead of waiting for in-person. We'll add this to the agenda for our November meeting. Action – Matt will send existing agenda for Forum Member's pre-meeting to LASC to review. General goal: To have Forum Member's pre-meeting in January.

New Business:

4. Western Libraries has four Co-op students - we usually deliver a session about collective agreements and academic status. In the past LASC has had a scavenger hunt where students searched different school CAs, which we could probably do in advance of a Zoom session. The session could be any Friday between mid-November to the start of December. Volunteers from the committee? (Roxanne) *Denise volunteers, but asks that it be closer to beginning of December.*
5. Could working from home affect how I file my income tax (home office). I believe the employer has to issue a confirmation that they required you to do so (Courtney). *Dealt with above.*
6. Beth MacDougall-Shackleton reached out at the UWOFA Executive meeting this week to ask if we could help her find a UWOFA-LA volunteer for the position of L&A trustee, CAUT Defence Fund. It could be just a 1-year term position to cover Liz Mantz's current leave (Brian) *Roxanne will send out email to UWOFA-LA asking for volunteers. Will get in touch with Beth to confirm commitment timeline.*
7. Two inquiries by Librarian candidates offered positions relating to employment and accepting Western Libraries offer. *How do large bodies of publication effect salary / appointment status? Does non-library academic activity count? No action needed.*

Next Meeting: Wednesday, November 18th, 2020. 9:30 a.m. (Recorder: Denise Horoky)

Notes Rotation

Anne Quirk
Courtney Waugh
Christina Zoricic
Matthew Barry
Denise Horoky
Brian McMillan

